

KITTERY ECONOMIC DEVELOPMENT COMMITTEE MINUTES

MARCH 12, 2014

CONFERENCE ROOM A

1. Call to Order

Chairman Beers called the meeting to order at 4:00pm.

2. Roll Call

Answering the call were Chairman Gary Beers, John Carlson, Patrick Trevino, George Dow, Nancy Colbert Puff, Gerald Mylroie, and Councilor Charles Denault. Stephen Kosacz was excused.

3. Agenda Amendment/Adoption

Without objection, the Chairman cast one vote for adoption of the agenda, as presented.

4. Acceptance of Previous Minutes

Without objection, the Chairman cast one vote for approval of the February 27, 2014 minutes, as presented.

5. All items involving visitors / requested officials. None.

6. Committee Reports

Communications from the Chairman: The Chairman noted that:

- the combined Workshop Invitation to the Council, Port Authority, Planning Board and Comprehensive Plan Update Committee had been delivered as requested by the Committee.
- the Committee's FY15 Budget Request approved by the Committee on February 27th had also been delivered.
- Committee membership has been confirmed, with members Beers, Trevino, and Carlson appointed as citizen representatives; Kosacz and Dow as business representatives; and, that Councilor Denault, Ms. Colbert Puff, and Mr. Mylroie were the ex officio members. One business seat was the only one open and Ms. Ann Grinnell has indicated that she had applied and expected to be on the Council's next agenda for appointment.
- the present funds in the three approved TIF District accounts was:
 1. \$ 0.00 Mixed Use – Route 1 North
 2. \$43,618.32 Shopping Corridor - Coastal 1 Kittery
 3. \$21,549.05 Business Park
- the Navy has announced a Pre-Solicitation for a Shipyard Prison Lease. As a specific objective in the Comprehensive Plan, (*Continue to work with the Shipyard to plan for the leasing of Shipyard facilities to private firms.*), the EDC needs to become involved. When the RFQ is published, it will be sent to Committee-members. The Chairman will seek to work with the Town Manager, or the Council, to make contact with the Shipyard.

Rep Reports:

- Foreside Forum

Mr. Kosacz provide a written summation of his observations about the March 3rd Foreside Forum, appended to these minutes. Ms. Colbert Puff and Councilor Denault offered their observations on that group's origins, activities, schedule and what may be expected to result.

MOVED BY MR. DOW TO REQUEST THE TOWN MANAGER ARRANGE PREPARATION OF BUSINESS INFORMATION PACKETS, A WELCOME PACKET AND A NEW BUSINESS CHECKLIST, TO SUPPORT NEW BUSINESS; SECONDED BY MR. TREVINO. WITH ALL IN FAVOR, MOTION PASSES 7/0.

- DPW-KPA Shore and Harbor Initiative

Mr. Mylroie advised that the Shore and Harbor Plan was nearing completion and should be available to the Committee in about a month.

- Creative Kittery / Bypass / Foreside Working Groups

Mr. Mylroie provide an overview and discussion ensued on the question of whether these activities were EDC or Planning Board. The Committee agreed in general that the EDC should support existing business with no clear conclusion as to what activities it should support. It is a question that may be answered in the combined workshop.

- EDC/Town Website - Channel 22

Councilor Denault advised that he had meetings scheduled on these topics and will report in due course.

- Business Visitation

This item was deferred in order to consider Mr. Kosacz's comments regarding the Foreside Forum Business subgroup regarding outreach and surveys.

- School Internship-Mentor

Mr. Dow provided an overview of current program activities at Traip Academy supervised by Ms. Susan Johnson. He expects to meet with Superintendent Hutton to determine what support the EDC may be able to offer and report to the Committee.

- Business Park and Energy Co-Generation

An expected meeting with the Chairman, Town Manager, and Sewer Superintendent on this topic had to be postponed until March 19th and will be brought back after that has taken place.

At this point, Ms. Colbert Puff and Mr. Dow questioned the Chairman sending routine communications to local media. It had happened unintentionally due to an e-mail address grouping error. Communications will not be released outside the Committee until the Committee has had an opportunity to Committee review.

7. Unfinished Business

- TIF District 4 - Foreside Concept

A lengthy review of TIF concepts was conducted. Part of the discussion included Pine Tree Development Zones and Governor LePage's "Open for Business" initiative. Mr. Dow stated that the Committee should look at the current TIFS in more detail and then consider what revisions or additions should be made. The Committee concurred and it will be addressed at the next meeting.

- Business Improvement District (BID) Concept

A brief description of BIDs was provided with the main difference noted between them and TIFS being that TIFs support municipal infrastructure improvements where BIDs are improved area self-assessment on those properties to pay for continued maintenance or repair.

- Destination Marketing Plan Phase II

An overview and current status of this effort was presented. It was noted that it had originated with the Planning Board's Destination Branding effort and there are two parts. First, is the planning function of area designation and description and the second are those signage and marketing activities to promote local business. The Committee concluded that the topic would be addressed at the combined workshop.

8. New Business

- Economic Development Plan Update

It was noted that the Committee's plan had not yet been approved by Council. A draft was provided with the request that all members review and be prepared to review at the next meeting.

- Quarterly Report to Council

The Chair provided a rough draft of a Report to Council and welcomed any comments or inputs. A review draft will be ready for the next meeting.

9. Committee Member Issues or Comments

Mr. Dow expressed that he was pleased with the renewed effort thus far and looked forward to getting some positive results.

The Chair stated that he is not driving this train, but intended to work seriously toward keeping it on track and on schedule.

10. Meeting Schedule & Adjournment

a. With expressed interest from several Committee members, the usual meeting date and time (Wednesdays at 4:00PM) was discussed and alternatives considered. The conclusion was to try Mondays when Council doesn't have a Regular meeting beginning at 4:00pm and target one hour. With that the next meeting was scheduled for Monday, April 7th, at 4:00pm at Town Hall, Conference Room A.

b. Meeting properly adjourned at 5:55pm..

Posted:

Meeting Action Materials Appended as Part of the Record:

1. KEDC Agenda Item Detail - 03-12-14
2. KEDC Un-Approved Minutes - 02-27-14
3. KEDC Letter - Council-PB-CPUC Workshop Invitation
4. KEDC Letter - FY15 Budget Request
- 5a. Foreside Study – SustainSouthernMaine – Jan 19, 2013
- 5b. Herald Foreside Articles
6. DPW-KPA Shore & Harbor Initiative Summary
7. TIF District 4 - Foreside Concept
8. Business Improvement District Concept
9. Destination Marketing Plan Phase II Report to Council - 1st Draft
10. Economic Development Plan Update - 1st Draft
11. Quarterly Report to Council 03-31-14 - 1st Draft